

<b>AMENDMENT OF SOLICITATION/MODIFICATION CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1   2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 11/10/2014		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		7. ADMINISTERED BY (If other than Item 6)		5. PROJECT NO. (If applicable)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  EASTERN RESEARCH GROUP, INC. 110 HARTWELL AVENUE LEXINGTON MA 024213136		(x) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE (b)(4) FACILITY CODE		x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-053 0010		10B. DATED (SEE ITEM 13) 11/19/2013	
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule					
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>					
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of the Parties				
	D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) DUNS Number: (b)(4) The purpose of this modification is to extend the period of performance of this task order, by mutual agreement of the parties, to 31 March 2015 at no cost to the government. All other terms and conditions remain unchanged. COR: Rachel Schmeltz Alt COR: Melissa Weitz TOPO: RACHEL SCHMELTZ Max Expire Date: 11/19/2014 LIST OF CHANGES: Reason for Modification : Supplemental Agreement for work within scope Period Of Performance End Date changed from 2014-11-19 to 2015-03-31 CHANGES FOR LINE ITEM NUMBER: 1 Continued ... Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print) (b)(4) Contracts Director			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas		
15B. CONTRACTOR/OFFEROR (b)(4)  (Signature of person authorized to sign)		15C. DATE SIGNED 11/10/2014		16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	
				16C. DATE SIGNED	

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-W-11-05 10/001PAGE OF  
2 2NAME OF OFFEROR OR CONTRACTOR  
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Start Date Added : 11/19/2013 End Date Added : 03/31/2015  Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA  Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 11/19/2013 to 03/31/2015				

ORDER ~~\_\_\_\_\_~~ SUPPLIES OR SERVICES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 11/19/2013		2. CONTRACT NO. (If any) EP-W-11-053		6. SHIP TO:	
3. ORDER NO. 0010		4. REQUISITION/REFERENCE NO. PR-OAR-14-00059		a. NAME OF CONSIGNEE OAR/OAP/CCD	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	
7. TO:				c. CITY Washington	d. STATE DC
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP, INC.				e. ZIP CODE 20460	
b. COMPANY NAME				f. SHIP VIA	
c. STREET ADDRESS 110 HARTWELL AVENUE				8. TYPE OF ORDER	
d. CITY LEXINGTON				e. STATE MA	
f. ZIP CODE 024213136				a. PURCHASE REFERENCE YOUR:	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				10. REQUISITIONING OFFICE OAR/OAP/CCD	
13. PLACE OF a. INSPECTION Destination				12. F.O.B. POINT Destination	
b. ACCEPTANCE Destination				14. GOVERNMENT B/L NO.	
15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)				16. DISCOUNT TERMS	

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) The total estimated cost of the task order entitled, "Industrial Wastewater Treatment Support for the Greenhouse Gas Reporting Program" is \$58,816.00 with a level of effort of 600 direct labor hours. This task Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(f) TOTAL (Cont. ages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center						\$58,816.00
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						
c. CITY Durham						\$58,816.00
d. STATE NC						
e. ZIP CODE 27711						
22. UNITED STATES OF AMERICA BY (Signature) Faye Sas						17(i) GRAND TOTAL
23. NAME (Typed) Faye Sas TITLE: CONTRACTING/ORDERING OFFICER						

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 11/19/2013 CONTRACT NO. EP-W-11-053

ORDER NO.  
0010

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>order is fully funded thru its completion date of 19 November 2014.  COR: Rachel Schmeltz  Alt COR: Melissa Weitz  TOPO: RACHEL SCHMELTZ Max Expire Date: 11/19/2014  Admin Office:  HPOD  US Environmental Protection Agency  Headquarters Procurement Operations  Ariel Rios Building  1200 Pennsylvania Avenue, NW  Washington DC 20460  Accounting Info:  14-15-B-58F7-101A46XQ3-2505-1548FC4524-001  BFY: 14 EFY: 15 Fund: B Budget Org: 58F7  Program (PRC): 101A46XQ3 Budget (BOC): 2505  DCN - Line ID: 1548FC4524-001  Period of Performance: 11/19/2013 to 11/19/2014</p> <p>Award of Sole Source Follow-on Task Order under Contract EP-W-11-053 with Eastern Research Group for Industrial Wastewater Treatment Support for the Greenhouse Gas Reporting Program for \$58,816</p> <p>The obligated amount of award: \$58,816.00.  The total for this award is shown in box 17(i).</p>				58,816.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$58,816.00

## **STATEMENT OF WORK**

**Title:** Industrial Wastewater Support for the Greenhouse Gas Reporting Program

**Contractor and Contract #:** Eastern Research Group  
EP-W-11-053

**Task Order #:** TBD

**Estimated Level of Effort:** 600 Hours

**EPA Key Personnel:** Rachel Schmeltz  
Melissa Weitz

**Task Order Project Officer (TOPO):** Rachel Schmeltz  
U.S. Environmental Protection Agency  
1200 Pennsylvania Ave, NW (6207J)  
Washington, DC 20460  
Phone: 202 343-9124  
Fax: 202 343-2359  
Email: schmeltz.rachel@epa.gov

**Alternate TOPO:** Melissa Weitz  
U.S. Environmental Protection Agency  
1200 Pennsylvania Ave, NW (6207J)  
Washington, DC 20460  
Phone: 202-343-9798  
Fax: 202 343-2359  
Email: weitz.melissa@epa.gov

**Contracting Officer:** Faye Sas  
U.S. Environmental Protection Agency  
1200 Pennsylvania Ave, NW (3803R)  
Washington, DC 20460  
Phone: (202) 564-2669  
Fax: (202) 565-2554  
Email: sas.faye@epa.gov

## **I. BACKGROUND**

EPA was charged with developing and publishing a rule to require mandatory reporting of greenhouse gas emissions in all sectors of the economy in 2008. In October of 2009, a rule was published establishing the Greenhouse Gas Reporting Program (GHGRP) covering 31 source categories. In June of 2010, an additional rule was signed by the Administrator adding 4 more source categories to the GHGRP, including industrial wastewater treatment, among others. The Greenhouse Gas Reporting Branch (GGRB) of the Climate Change Division (CCD) of the Office of Atmospheric Programs (OAP) is responsible for implementing all rules related to GHG reporting, and verifying the data received from covered facilities.

This task order is particularly focused on Industrial Wastewater Treatment - Subpart II. Under this Statement of Work, the Contractor will assist in maintaining and further developing the infrastructure of the GHGRP for subpart II, including providing technical assistance to convert subpart II reporting from simplified reporting forms to e-GGRT web-forms, updating the validation and verification plans for this subpart, testing the system to ensure functionality, and verifying and analyzing data received under subpart II.

## **II. TASKS AND DELIVERABLES**

### **Task 1: Project Management**

The Contractor shall provide project management under this task, and shall submit a Monthly Status Report to EPA's Contracting Officer's Representative (COR) and Contracting Officer (CO) in accordance with the Project Reporting Section (III) below. The Monthly Status Report must break out work performed and funds expended by task.

The Contractor shall also participate in a kick-off call to discuss goals and strategies for completing all deliverables. During this kick-off call, the COR and Contractor may agree to initiate weekly or bi-weekly status calls as a means to provide regular updates on work progress.

During the period of performance, the Contractor shall immediately inform the COR and CO by telephone and/or email of any problems that may impede performance along with any corrective actions needed by the EPA or the Contractor to solve the problem.

### **Deliverables and Schedule under Task 1:**

Deliverable	Due Date
Participate in Kick-off call	Within two weeks of TO award
Monthly Status Report	By 10th business day each month

## **Task 2: Rule Support**

The Contractor shall provide support to EPA in providing guidance on subpart II of the current rule via FAQs and responding to public questions and requests for clarification on the subpart II rule text. The following activities are anticipated:

- 1) Prepare draft responses to hotline questions on subpart II
- 2) As needed, develop new or revise existing FAQs for subpart II

In addition, the Contractor shall develop a list of potential technical corrections and other amendments to the rule for subpart II based on hotline questions, other feedback from stakeholders, or any other sources. It is not expected for rule revisions to occur during the duration of this task order; however, the Contractor will be expected to maintain this list in preparation for any future action.

### **Deliverables and Schedule under Task 2:**

<b>Deliverable</b>	<b>Due Date</b>
Draft response to subpart II hotline question	Two days after receipt
Draft subpart II FAQs	Four weeks after kick-off call
Final subpart II FAQs	One week after receipt of EPA comments
List of potential technical corrections for future action	Ongoing

## **Task 3: e-GGRT Development**

The Contractor shall provide support to EPA in furthering the development and maintenance of the GHGRP e-GGRT module for subpart II. The following activities are anticipated:

- 1) Assist in revising the subpart II data system module for current and subsequent reporting years, in particular transitioning module from simplified reporting to web-forms.
- 2) Conduct user acceptance testing of subpart II data system module for current and subsequent reporting years and document change requests as needed.
- 3) Develop and/or revise supporting materials, including Help Content and Calculation Spreadsheets, for subpart II data system module for current and subsequent reporting years.
- 4) Develop training webinar, including screen shots, for reporters on how to navigate the new web-forms module for subpart II.



**Deliverables and Schedule under Task 3:**

Deliverable	Due Date
Assist in revising the subpart II data system module	Expected to occur in Oct/Nov/Dec 2013 and Jan 2014
Conduct user acceptance testing of subpart II data system module and prepare change requests	Expected to occur in December 2013 and January 2014
Develop or revise supporting materials for subpart II data system module	Expected to occur in January and February 2014
Develop training webinar	Expected to occur in December 2013 and January 2014

**Task 4: Data Verification and Analysis**

The Contractor shall provide support for verifying and analyzing the subpart II data received from facilities with industrial wastewater treatment under the GHGRP. Please note that two data reporting cycles will occur during the period of performance for this task order. The following activities are anticipated:

- 1) Assist in revising e-GGRT data validation and verification plan for current and subsequent reporting years based on lessons learned for Reporting Year 2012.
- 2) Assist in user acceptance testing of validation and verification functions in the e-GGRT subpart II reporting module.
- 3) Review all reports received that contain subpart II data and verify the accuracy and completeness of that data to the extent possible, including preparing correspondence with reporting facilities in the e-GGRT Correspondence Tracking System as needed
- 4) Develop a list of caveats and other explanatory text to serve as "help content" for GHG Publication Tool for subpart II.
- 5) Develop plan for and conduct analyses on single and multi-year (trend) subpart II data to establish a knowledge base of facilities with industrial wastewater treatment including facility types, wastewater characteristics, GHG generation and emissions, and other data. Plan shall include questions to be addressed by data analysis and data elements to be examined.

**Deliverables and Schedule under Task 4:**

Deliverable	Due Date
Revised subpart II validation/verification plan	Expected to occur in Oct/Nov/Dec 2013
Conduct user acceptance testing of validation/verification of e-GGRT	Expected to occur in Dec 2013 and January 2014
Review and verify subpart II data received via	Four to eight weeks after reporting



GHGRP "Help content" for GHG publication tool for subpart II	deadline of April 1, 2014 2-3 weeks after data verification is complete (approximately August 1, 2014)
Develop draft plan for analyzing subpart II data received via GHGRP	One week after data verification is complete (approximately August 1, 2014)
Final plan for subpart II data analysis	One week after receipt of EPA comments
Memo on results of subpart II GHGRP data analysis	Four weeks after plan is finalized

### **Task 5: Quick Turn-Around**

The Contractor shall provide expert support responding to 2-3 requests for presentation materials, technical briefings, and specific analyses related to GHG emissions from wastewater treatment as reported under the GHGRP or for possible inclusion in the GHGRP, often needed on a quick turn-around basis. This task has been provided in recognition of the fact that additional questions and issues may need to be addressed as the rule is implemented and subsequently revised.

#### **Deliverables and Schedule under Task 5:**

<b>Deliverable</b>	<b>Due Date</b>
Quick Turn Assignment	Due dates for any deliverables will be outlined in a TD.

## **III. PROJECT REPORTING**

### **Monthly Status Report**

The Contractor shall provide monthly status reports that shall include, at a minimum, the following information for each of the above tasks broken out by task and a summary of all tasks:

- Activities of the past month – a summary of the actions taken and progress made on all outstanding tasks for the past month.
- Activities of the next month – a review of the work planned to be done to meet task requirements.
- Problems/Issues – a discussion of problems or difficulties either anticipated or encountered.
- Hours – as applicable, total hours expended during the month, and cumulative total to date. Hours expended must be identified by individual and labor category.

- Funds – as applicable, total funds expended during the month, cumulative total to date, outstanding commitments, and percentage of approved funds spent to date.

#### **Distribution of Deliverables**

All deliverables including status reports between the Contractor and the Government shall be delivered as:

- One copy in paper or electronic format to the EPA COR and EPA Contracting Officer.
- The Contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in hard copy or electronic format (HTML, Microsoft Word, Acrobat, Excel, etc. as appropriate) via a delivery service or electronic mail.
- The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of EPA COR.

The EPA COR will review deliverables for technical content, completeness, and grammar. Final acceptance of all deliverables will be performed by the EPA COR or other individual(s) designated as subject matter technical expert(s) by the EPA COR.

#### **IV. PERIOD OF PERFORMANCE**

The period of performance shall be 12 months from the date of task order award.